

CITY OF HUNTSVILLE, TEXAS

Mac Woodward, Mayor

Keith D. Olson, Mayor Pro Tem, Position 4
Andy Brauning, Position 1 At-Large
Lydia Montgomery, Position 2 At-Large
Don H. Johnson, Position 3 At-Large



Joe Emmett, Ward 1
Tish Humphrey, Ward 2
Ronald Allen, Ward 3
Joe Rodriquez, Ward 4

HUNTSVILLE CITY COUNCIL AGENDA TUESDAY, FEBRUARY 17, 2015 6:00 P.M. REGULAR SESSION

COUNCIL CHAMBERS AND LARGE CONFERENCE ROOM HUNTSVILLE CITY HALL, 1212 AVENUE M, HUNTSVILLE, TEXAS, 77340

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the City Secretary's office (936.291.5403), two working days prior to the meeting for appropriate arrangements.

MAIN SESSION [6:00 P.M.]

1. CALL TO ORDER

2. INVOCATION AND PLEDGES

U.S. Flag

Texas Flag: Honor the Texas Flag. I pledge allegiance to thee, Texas, one state, under God, one, and indivisible.

3. PRESENTATIONS AND PROCLAMATIONS

- Chamber of Commerce Huntsville Leadership Institute (HLI) presentation of Huntsville Proud program
- Career and Technical Education Awareness Month proclamation for HISD

4. CONSENT AGENDA

Public Comments will be called for by the presiding officer before action is taken on these items. *(Approval of Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendations. An item may be removed from the Consent Agenda and added to the Statutory Agenda for full discussion by request of a member of Council.)*

- Approve the minutes of the City Council meeting held on February 3, 2015. [Lee Woodward, City Secretary]
- Consider accepting funding from the Office of the Attorney General for \$12,685.00, and designate the City Manager as the Authorized Representative. [Dr. Sherry McKibben, Director of Neighborhood Resources]
- Consider the purchase of twenty-three radio packages for the Huntsville Police Department. [Dr. Sherry McKibben, Director of Neighborhood Resources]
- Consider authorizing the City Manager to apply for the 2016 Victims' Service Coordinator Grant for \$58,472.40, plus \$14,618.10 as a cash match, and adopt Resolution 2015-05 in support of same. [Dr. Sherry McKibben, Director of Neighborhood Resources]
- Consider authorizing the City Manager to apply for a 2015 Texas Community Development Block Grant (CDBG) from the Texas Department of Agriculture in the amount of \$344,250.00, plus \$60,750 in matching funds, and adopt Resolution 2015-06 in support of same. [Dr. Sherry McKibben, Director of Neighborhood Resources]
- Consider the award of bid for Old Colony Road (OCR) V & VI Sewer Extension Project construction (Projects #08-10-31 & 08-10-32), second reading. [Y. S. Ram Ramachandra, City Engineer]
- Consider adoption of Ordinance 2015-14 to amend the budget for FY 14-15 and amend the Capital Improvement Projects budget. [Steve Ritter, Finance Director]

5. STATUTORY AGENDA

- FIRST READING** - *Presentation, public comment, discussion, and possible action* to adopt Ordinance 2015-15, allowing the City Manager to approve amendments to the City's Personnel Policies and Procedures Policy Manual after notice is given to the City Council, first reading. [Matt Benoit, City Manager, and Julie O'Connell, Human Resources Director]
- Presentation, public comment, discussion, and possible action* to authorize the City Manager to sign an agreement with PGAL Architects to conduct space needs assessments and cost estimating for four City facilities, for an amount not to exceed \$70,000.00. [Matt Benoit, City Manager]

6. MAYOR/CITY COUNCIL/CITY MANAGER AND CITY ATTORNEY REPORT

- Presentation, public comment, discussion, and possible action* on nominations of Joe Soliz and Pat Graham to the Board of Adjustments and Appeals. [Mayor Woodward]
- City Manager's Report
 - Updates on City construction, grants, studies, City projects, City purchases, and economic development.

7. REQUESTS FOR CITIZEN PARTICIPATION

An opportunity for citizens to be heard on any topic and for the City Council to participate in the discussion. No action will be taken.

Hear from John Strickland on economic development.

8. MEDIA INQUIRIES RELATED TO MATTERS ON THE AGENDA

9. ITEMS OF COMMUNITY INTEREST

(Hear announcements concerning items of community interest from the Mayor, Councilmembers, and City staff for which no action will be discussed or taken.)

10. EXECUTIVE SESSION

a. City Council will meet in Executive Session pursuant to Texas Government Code Section 551.074 - personnel matters to deliberate the appointment, employment, evaluation, reassignment, and duties, concerning City Attorney Leonard Schneider. [Councilmember Allen]

b. City Council will meet in Executive Session pursuant to Texas Government Code Section 551.074 – personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, concerning City Secretary Lee Woodward. [Mayor Woodward]

11. RECONVENE

a. Take action, if necessary, on items handled in Executive Session.

12. ADJOURNMENT

*If, during the course of the meeting and discussion of any items covered by this notice, City Council determines that a Closed or Executive session of the Council is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Sections: 551.071 – consultation with counsel on legal matters; 551.072 – deliberation regarding purchase, exchange, lease or value of real property; 551.073 – deliberation regarding a prospective gift; 551.074 – personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; 551.076 – implementation of security personnel or devices; 551.087 – deliberation regarding economic development negotiation; and/or other matters as authorized under the Texas Government Code. If a Closed or Executive session is held in accordance with the Texas Government Code as set out above, the City Council will reconvene in Open Session in order to take action, if necessary, on the items addressed during Executive Session.

CERTIFICATE

I, Lee Woodward, City Secretary, do hereby certify that a copy of the February 17, 2015 City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.huntsvilletx.gov, in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING: _____

TIME OF POSTING: _____ am/pm

TAKEN DOWN: _____ am/pm

Lee Woodward, City Secretary

MINUTES FROM THE HUNTSVILLE CITY COUNCIL MEETING HELD ON THE 3RD DAY OF FEBRUARY 2015, IN THE CITY HALL, LOCATED AT 1212 AVENUE M, IN THE CITY OF HUNTSVILLE, COUNTY OF WALKER, TEXAS, AT 5:00 P.M.

The Council met in a regular session with the following:

COUNCILMEMBERS PRESENT: Mac Woodward, Andy Brauninger, Lydia Montgomery, Don H. Johnson, Keith D. Olson, Joe Emmett, Tish Humphrey, Ronald Allen, Joe P. Rodriguez

COUNCILMEMBERS ABSENT: None

OFFICERS PRESENT: Matt Benoit, City Manager, Leonard Schneider, City Attorney, Lee Woodward, City Secretary

WORK SESSION [5:00 P.M.] - Presentation and discussion proposed revisions to the Development Code to provide the City Council with subdivision plat approval authority. [Aron Kulhavy, Director of Community and Economic Development]

Mr. Kulhavy addressed the current approval processes and discussed possible updates for the Development Code revision.

MAIN SESSION [6:00 P.M.]

1. **CALL TO ORDER** – Mayor Woodward called the meeting to order at 6:00 p.m.
2. **INVOCATION AND PLEDGES** – Councilmember Andy Brauninger gave an invocation and Isabel Samuell of the YMCA led the pledges.
3. **CONSENT AGENDA**
Public Comments will be called for by the presiding officer before action is taken on these items. *(Approval of Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendations. An item may be removed from the Consent Agenda and added to the Statutory Agenda for full discussion by request of a member of Council.)*
 - a. **Approve the minutes of the City Council meeting held on January 20, 2015. [Lee Woodward, City Secretary]**
 - b. **Consider the award of bid for BOT-TDCJ Sewer Extension Project construction (Project #11-10-27), second reading. [Y. S. Ram Ramachandra, City Engineer]**
 - c. **Consider authorizing the City Manager to apply to the National Endowment for the Arts' invitation to apply for grant funding of \$10,000.00, with a \$10,000.00 match. [Dr. Sherry McKibben, Director of Neighborhood Resources]**

Councilmember Olson moved to approve the consent agenda and was seconded by Councilmember Montgomery. Councilmember Brauninger asked to pull item c. The motion for items a and b was adopted unanimously, 9-0. (The BOT-TDCJ Sewer Extension Project construction contract was awarded to Doughtie Construction, Inc.) Councilmember Montgomery moved to authorize the City Manager to apply to the National Endowment for the Arts' invitation to apply for grant funding of \$10,000.00, with a \$10,000.00 match and was seconded by Councilmembers Johnson and Humphrey. The motion was adopted, 8-1.

4. **STATUTORY AGENDA**
 - a. **Presentation, public comment, discussion, and possible action** to consider adoption of Ordinance 2015-12, updating Chapter 38, Article I, Section 38-8 Yard Waste and Heavy Trash of the City of Huntsville Code of Ordinances, second reading. [Carol Reed, Director of Public Works]
Councilmember Humphrey moved to adopt Ordinance 2015-12, updating Chapter 38, Article I, Section 38-8 Yard Waste and Heavy Trash of the City of Huntsville Code of Ordinances and was seconded by Councilmember Montgomery. Debra Daugeette spoke in opposition to the Ordinance. The motion was adopted unanimously, 9-0.
 - b. **FIRST READING - Presentation, public comment, discussion, and possible action** to consider the award of bid for Old Colony Road (OCR) V & VI Sewer Extension Project construction (Project #08-10-31 & 08-10-32), first reading. [Y. S. Ram Ramachandra, City Engineer]
(First reading, no action taken.)
 - c. **Presentation, public comment, discussion, and possible action** to consider authorizing the City Manager to enter into an agreement with Goodwin-Lasiter-Strong for professional engineering services for the Avenue M and Normal Park Drive Waterline Replacement Projects - #14-11-06 and #14-11-07. [Y. S. Ram Ramachandra, City Engineer]
Councilmember Montgomery moved to authorize the City Manager to enter into an agreement with Goodwin-Lasiter-Strong for professional engineering services for the Avenue M and Normal Park Drive Waterline Replacement Projects - #14-11-06 and #14-11-07 and was seconded by Councilmember Olson. The motion was adopted unanimously, 9-0.
 - d. **Presentation, public comment, discussion, and possible action** to consider a Utility Extension Request from Davis Construction for a sanitary sewer line extension located at 3639 Daisy Lane. [Aron Kulhavy, Director of Community and Economic Development]

Councilmember Johnson moved to approve the Utility Extension Request from Davis Construction for a sanitary sewer line extension located at 3639 Daisy Lane and was seconded by Councilmember Olson. The motion was adopted unanimously, 9-0.

- e. **Presentation, public comment, discussion, and possible action to consider a Utility Extension Request from Don Mathews for a water line extension located in the 500 block of Ryan's Ferry Road. [Aron Kulhavy, Director of Community and Economic Development]**

Don Mathews spoke in support of the item, describing the area as historically underserved for housing. Mayor Woodward moved the Council ask the City Manager meeting with the developer and work towards establishing a developer agreement and was seconded by Councilmember Humphrey. The motion was adopted unanimously. 9-0.

5. MAYOR/CITY COUNCIL/CITY MANAGER AND CITY ATTORNEY REPORT

a. **City Manager's Report**

1. **Updates on City construction, grants, studies, City projects, City purchases, and economic development.**
Public Works Director Carol Reed updated the Council on the progress at the TRA plant.

6. REQUESTS FOR CITIZEN PARTICIPATION

- a. **Consider request from Windell Bailey and family to relocate a waterline located at 1103 Holly Springs Drive.**

The Council determined the property owner was seeking to combine two lots and was being restricted from building over the water line, which was not located in the easement by the original developer in the mid-1970s, and was accepted by the City at that time. Councilmember Rodriguez suggested considering granting the requestor the cost of placing the waterline back in the easement, and the requestor would pay any additional amount if it was decided to place the waterline on the outer edge of the property instead. City Attorney Leonard Schneider suggested he, the City Manager, and Mr. Kulhavy consider the value of the easement that would be needed if the waterline was relocated at the outer west edge of the property. The Mayor noted the item was not posted for action at this meeting.

- b. **Consider a request from Spencer Copeland, President of Sam Houston State University Student Government Association (SGA), to discuss with the Council various SGA initiatives.**

Mr. Copeland noted parking issues on campus and that SGA was working on bike rental ideas with the University, and asked for the City's support in investigating the viability and establishment of bike lanes in the community, noting students would also seek grant funding. Mr. Copeland noted other initiatives to involve students throughout the city. Councilmembers expressed their appreciation and offered ideas to increase cooperation and involvement.

7. MEDIA INQUIRIES RELATED TO MATTERS ON THE AGENDA

There were no media inquiries.

8. ITEMS OF COMMUNITY INTEREST

(Hear announcements concerning items of community interest from the Mayor, Councilmembers, and City staff for which no action will be discussed or taken.)

Mayor Woodward presented the following items:

- Several local entities including Huntsville Memorial Hospital are participating in National Go Red for Women Day, this Friday, Feb. 6. Please encourage your workplace to wear red that day, and visit with local supporters at The Farmhouse that day, from 11 a.m.-2 p.m.
- The City of Huntsville Solid Waste and Recycling Division, Walker County Proud Communities, the Texas Forest Service, and the Walker County Master Gardeners invite everyone to the annual Tree Sale, to be held this Saturday, Feb. 7, from 7:30-11:30 a.m. at the Walker County Storm Shelter on Highway 75 North. Come early for the best selection!
- Ashley Hyter, the Veteran Service Liaison for Tri-County Services, is hosting a peer mentoring training from 12-4 p.m. on February 7 at the Huntsville Public Library. Please call her at 936-521-6132 for more information.
- The Huntsville Public Library will be holding a silent book auction Friday, February 6 through Monday, February 10, during normal library hours. The winning bids will be contacted the following Tuesday, February 11. Please contact Anne-Frances Sparks at 936-291-5472 for additional information.
- District Forester Jordan Herrin of the local Texas Forest Service office has asked to pass along word about an upcoming Invasive Species Workshop on February 28, in Huntsville from 9:00 a.m.-4:00 p.m. Please call 295-5688 for more information.
- The Parks and Leisure Department will again sponsor the Kids 'Cue at the "Shotgun" Fred Pirkle BBQ events on February 26-28. Contact Penny Joiner at 294-5708 for more information.
- The Veterans Task Force of Montgomery, Walker, and Liberty Counties will be holding a Veteran's Expo on March 17 from 9-2 at the Lone Star Convention & Expo Center in Conroe, and is currently accepting vendor applications. Register at Veteran's Expo on eventbrite.com.

9. ADJOURNMENT

Mayor Woodward adjourned the meeting at 7:49 p.m.

Lee Woodward, City Secretary



CITY COUNCIL AGENDA

2/17/2015

Agenda Item: 4b

Item/Subject: Consider accepting funding from the Office of the Attorney General for \$12,685.00, and designate the City Manager as the Authorized Representative.

Initiating Department/Presenter: Neighborhood Resources

Presenter: Sherry McKibben and Kevin Lunsford

Recommended Motion: Move to accept funding from the Office of the Attorney General for \$12,685, and designate the City Manager as the Authorized Representative.

Strategic Initiative: Goal #8 - Public Safety - Provide safety and security for all citizens.

Discussion: The United States Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, is seeking to maintain and expand State and regional Internet Crimes Against Children Task Forces to include technology-driven crime. The State is required to develop multi-jurisdictional, multi-agency responses to such offenses by providing funding as a means to help local agencies acquire the necessary equipment to combat these types of crimes.

The Huntsville Police Department entered into an agreement with the Office of the Attorney General (OAG) to be an affiliate of their Law Enforcement Cyber Crimes Division. In doing so, the City gets the benefit of their assistance and expertise in investigating crimes against children. In return, the City provides assistance as needed when investigations occur in the Huntsville area. An additional benefit of the City's affiliation is grant money to purchase computer equipment with which to investigate said crimes.

The Police Department sent the OAG a list of equipment and costs that would be necessary to participate in the task force. This award is to purchase the equipment. This grant is a reimbursement grant and was not budgeted for in the FY 14-15 Budget. Elsewhere on this agenda is a budget amendment to increase expenditure and authorize the expenditure funds for this grant. There is no City match requirement.

Previous Council Action: No previous action has been taken.

Financial Implications:

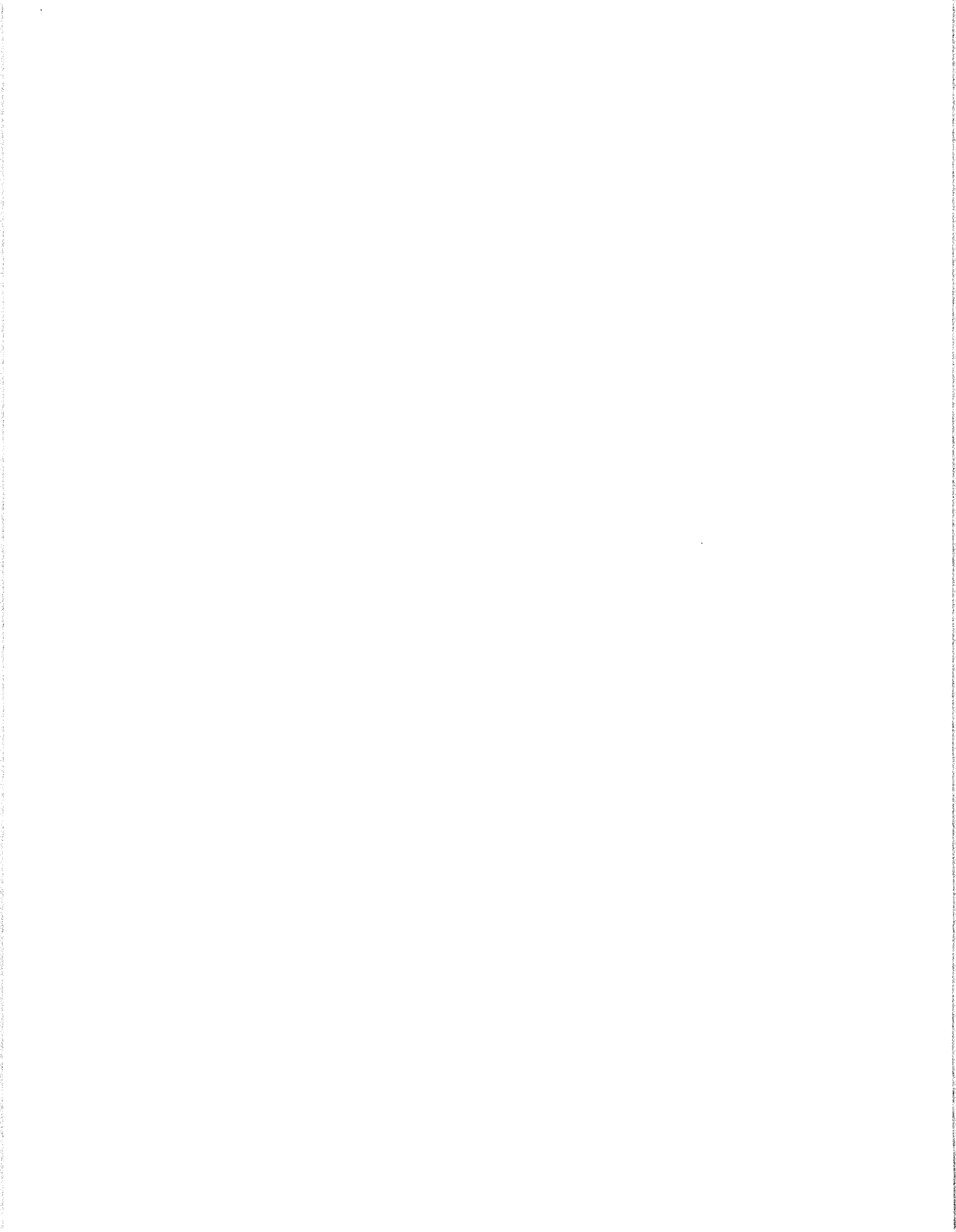
☒ **Item is not budgeted:** A separate Agenda Item 4g includes the budget amendments necessary for budgeting the additional funds and expenditures related to this OAG funding/grant.

☒ **Item is estimated to generate additional revenue:** \$12,685.00

Approvals: ☒ City Attorney ☒ Director of Finance ☒ City Manager

Associated Information:

- None





CITY COUNCIL AGENDA

2/3/2015

Agenda Item: 4c

Item/Subject: Consider the purchase of twenty-three radio packages for the Huntsville Police Department.

Initiating Department/Presenter: Neighborhood Resources

Presenter: Sherry McKibben

Recommended Motion: Move to approve the purchase of twenty-three radio packages for the Huntsville Police Department.

Strategic Initiative: Goal #4 - Infrastructure - Ensure the quality of the City utilities, transportation and physical structures so that the City's core services can be provided in an effective and efficient manner.

Discussion: Harris County is upgrading the inter-operational communication system because the FCC mandates that devices such as radios and phones utilize less airwave space to allow more users "in the air." This upgrade is scheduled to be completed by 2016. The results of these upgrades are that the City's radios and radio systems will not function once this upgrade is complete unless they meet the new standards. The City's Police and Fire Departments use this system to communicate with each other and other public safety agencies.

The City Council has approved funding through multiple sources for radios for the Police Department. Homeland Security awarded \$60,000.00 funding for twenty radio packages, the Department of Justice awarded \$6,000.00 through JAG funding for two radio packages, and the Criminal Justice Department (CJD) of the Governor's Office awarded \$3,500.00 funding for a single radio package. These awards totaled twenty-three radio packages for \$69,500.00.

Staff requested a quote from the H-GAC Purchasing Cooperative for the radio packages for the Police Department and a quote from Harris County for the programming. The H-GAC Purchasing Cooperative meets all the State bidding requirements. The bid for the twenty-three radio packages from Motorola totals \$65,537.80, or \$2,849.47 per radio. The Police communications system operates off radio towers that are owned by Harris County, necessitating the programming from Harris County. Their cost for programming the twenty-three radios totals \$2,103.00, or \$91.56 each. The total cost for the radios and programming is \$67,643.81.

Previous Council Action: The City Council approved the submission of an application on May 7, 2013, and approved acceptance on October 15, 2013 of the Homeland Security Grant. Also approved was the submission of the JAG grant on June 3, 2014, and acceptance of the funding on October 14, 2014. The City Council approved application for the Victims Service Grant on February 18, 2014 and accepted the funding on November 18, 2014.

Financial Implications:

☒ **Item is budgeted:** The Homeland Security (\$60,000.00) and JAG (\$6,000.00) funds are in Account #

614-559-57475 and the Victims Service Grant (\$3,500.00) funds are in Account #101-551-25130.

Approvals: ☒ City Attorney ☒ Director of Finance ☒ City Manager

Associated Information:

- **Bid Tabulation (Page 2)**
- **Bid from Motorola (Page 3)**
- **Estimate from Harris County (Page 4)**

Bid Tab:

EXPENSES	Cost per radio
Motorola	\$ 2,849.47
HGAC Programing	\$ 91.56
Total operating cost	\$ 2,941.03

Grants	Operational Radio Cost	Qty	Funds Required		Grant Funds Received		Budget Balance
Victim Services	\$ 2,849.47	1	\$ 2,849.47		\$ 3,500.00		\$ 650.53
JAG	\$ 2,849.47	2	\$ 5,698.94		\$ 6,000.00		\$ 301.06
Homeland Security	\$ 2,849.47	21	\$ 59,838.87		\$ 60,000.00		\$ 161.13
Total		24	\$ 68,387.28		\$ 69,500.00		\$ 1,112.72

Quotes	
Motorola	\$ 65,537.81
HGAC	\$ 2,106.00
Total	\$ 67,643.81

Package# APX6000-HCM2 APX6000 MODEL 2.5					
Item	Quant	Model	Description	Harris Co Contract	Extended
1	23	H98UCF9PW6 N	APX6000 700/800 MODEL 2.5 PORTABLE (Hand Held)	\$ 2,596.00	\$ 59,708.00
1a	23	Q806	ADD: ASTRO DIGITAL CAI OPERATION	\$ -	\$ -
1b	23	H38	ADD: SMARTZONE OPERATION	\$ -	\$ -
1c	23	Q361	ADD: P25 9600 BAUD TRUNKING	\$ -	\$ -
1d	23	QA00580	ADD: TDMA OPERATION	\$ -	\$ -
1e	23	G996	ADD: PROGRAMMING OVER P25 (OTAP)	\$ -	\$ -
1f	23	Q947	ADD: RADIO PACKET DATA	\$ -	\$ -
1g	23	QA01767	ADD: LINK LAYER RADIO AUTHENTICATION	\$ -	\$ -
1h	23	QA01648	ADD: ADVANCED SYSTEM KEY - HARDWARE KEY 01A7	\$ -	\$ -
1i	23	H885BK	ADD: 2 YR REPAIR SERVICE ADVANTAGE(3YR TOTAL)	\$ -	\$ -
2	23	PMMN4062A	REMOTE SPEAKER MICROPHONES	\$ 75.97	\$ 1,747.31
3	23	PMNN4403	APX SPARE BATTERY	\$ 88.75	\$ 2,041.25
4	23	WPLN7080	APX CHARGERS	\$ 88.75	\$ 2,041.25

Portable Subtotal

\$ 65,537.81

2849 ⁴⁷

20 handheld - 60000

2 - Sgs 3000 EA

1 Vscd 2800

Harris County Radio Service
Radio Service Request
 4719 N. Shepherd - Houston, TX 77018
 Phone - (713) 274-8800 Fax - (713) 274-8838

THIS IS NOT AN INVOICE

ESTIMATE ONLY

W/O#	Date/Time Open	Status	Status Date
20017568	01/09/2015 09:00	In for Service	//

Department / Agency Requesting:

HUNTSVILLECITY
 Huntsville, City of - Police Dept
 1220 11th St., Huntsville TX

Charged To:

GL Key XXXWCHPD
 GL Description
 GL Object XXX

Person Requesting: Dugas, Jeff

Tel: 936-291-5416

Work Requested

Customer requests an estimate to activate, align, FCC check, and program, 23 APX6000 radios with their current digital clone.

Action Taken

Received By:

Equipment:

Asset #	Serial #	ID	Veh # / License	Assigned To:
Model				

Replacement Equipment:

Asset #	Serial No
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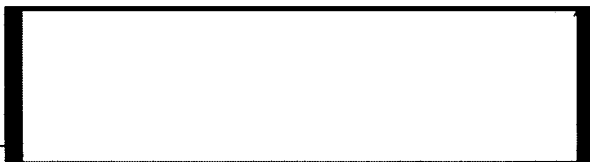
Parts and Labor Charges:

Item	Item Description	Qty	Price	Ext Price
.Activate User	Activate User	0.50	\$72.00	\$36.00
.Alias Management	Modify the subscriber alias	17.25	\$72.00	\$1,242.00
.FCC Check	FCC Check	5.75	\$72.00	\$414.00
.Programming - Radio	Programming - Radio	5.75	\$72.00	\$414.00

Parts Total: \$0.00
Labor Total: \$2,106.00
Job Total: \$2,106.00

2,106 ÷ 23 = 91.52 EA

Received By:



**THIS IS NOT AN INVOICE
 FOR INFORMATIONAL PURPOSES ONLY**



CITY COUNCIL AGENDA

2/17/2015

Agenda Item: 4d

Item/Subject: Consider authorizing the City Manager to apply for the 2016 Victims' Service Coordinator Grant for \$58,472.40, plus \$14,618.10 as a cash match, and adopt Resolution 2015-05 in support of same.

Initiating Department/Presenter: Neighborhood Resources

Presenter: Sherry McKibben

Recommended Motion: Move to authorize the City Manager to apply for the 2016 Victims' Service Coordinator Grant for \$58,472.40, plus as a \$14,618.10 cash match, and adopt Resolution 2015-05 in support of same.

Strategic Initiative: Goal #8 - Public Safety - Provide safety and security for all citizens.

Discussion: The City has had a Victim's Service Coordinator since November 2011 through grant funding from the Criminal Justice Department (CJD) of the Governor's Office and Houston-Galveston Area Council (H-GAC). The City is required to submit a new grant application each year and can continue to request funding for a total of 30 years. The City is now in its fourth year of funding. The grant funding period is from September 1 through August 31 each year. This grant requires a 20% match.

The City's Victims' Service Coordinator works with approximately 300 victims each year. She provides crisis intervention, referrals to community agencies for counseling for sexual assault and domestic violence, assists victims in completing their safety plans for domestic violence situations, assists in filing for restitution and relocations for victims, provides support and advocacy for hospital visits, and assists victims in registering for notifications. The Coordinator has strengthened the relationship between HPD, CPS, SAAFE House, DA's Office, and Safe Harbor.

The funding provided in this application will pay 80% of the salary and benefits for the Victims' Service Coordinator along with supplies, travel, and training and monthly fees for an iPad and iPhone. The City's 20% (\$14,618.10) match for the grant which will be covered by General Fund revenues.

All expenditures budgeted for this position will be budgeted in General Fund.

Previous Council Action: Council has approved applying for and accepted this grant for the past four years.

Financial Implications:

☒ **Item is budgeted:** One month of salary and benefits is budgeted in the current 2015 FY with \$3,838.57 being grant monies and \$959.64 being match

☒ **Item is not budgeted:** The remaining eleven months of the grant will be budgeted in the next fiscal year with \$54,633.83 being grant monies and \$13,658.46 being match.

Approvals: ☒ City Attorney ☒ Director of Finance ☒ City Manager

Associated Information:

- Resolution (page 2)

RESOLUTION NO. 2015-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, AUTHORIZING THE SUBMISSION OF THE 2016 GENERAL VICTIM ASSISTANCE – DIRECT SERVICES PROGRAM GRANT TO THE HOUSTON – GALVESTON AREA COUNCIL (H-GAC) AND THE TEXAS CRIMINAL JUSTICE DIVISION OF THE GOVERNOR'S OFFICE FOR A VICTIMS SERVICE COORDINATOR; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE 2016 GENERAL VICTIM ASSISTANCE – DIRECT SERVICES PROGRAM GRANT.

WHEREAS the City desires to ensure the safety and well-being of all its citizens; and,

WHEREAS the City of Huntsville requires the Huntsville Police Department be charged with this task; and,

WHEREAS it is necessary and in the best interest of the City to apply for funding under the General Victim Assistance Grant Program;

NOW, THEREFORE, be it resolved by the City Council of the City of Huntsville, Texas, that:

SECTION 1: A General Victim Assistance Grant Program application is hereby authorized to be filed on behalf of the City and be placed in competition for funding to H-GAC.

SECTION 2: Application Grant # 2463205 will be for \$73,090.50 of which \$58,472.40 will be grant funds, to provide salary, benefits, supplies and training for a Victims Service Coordinator and the City agrees to provide matching funds of \$14,618.10.

SECTION 3: The Mayor and City Council strongly support this application to address the safety and well-being needs of the Community.

SECTION 4: The City agrees that in the event of loss or misuse of the Criminal Justice Division funds, the City assures that the funds will be returned to the Criminal Justice Division in full.

SECTION 5: The City Council directs and designates the City Manager as the City's Chief Executive as the authorized official and is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the City.

PASSED AND APPROVED this 17th day of February 2015.

THE CITY OF HUNTSVILLE

Mac Woodward, Mayor

ATTEST:

APPROVED AS TO FORM:

Lee Woodward, City Secretary

Leonard Schneider, City Attorney



CITY COUNCIL AGENDA

2/17/2015

Agenda Item: 4e

Item/Subject: Consider authorizing the City Manager to apply for a 2015 Texas Community Development Block Grant (CDBG) from the Texas Department of Agriculture in the amount of \$344,250.00, plus \$60,750 in matching funds, and adopt Resolution 2015-06 in support of same.

Initiating Department/Presenter: Neighborhood Resources

Presenter: Sherry McKibben

Recommended Motion: Move to authorize the City Manager to apply for a 2015 Texas Community Development Block Grant (CDBG) from the Texas Department of Agriculture in the amount of \$344,250.00, plus \$60,750 in matching funds, and adopt Resolution 2015-06 in support of same.

Strategic Initiative: Goal #4 - Infrastructure - Ensure the quality of the City utilities, transportation and physical structures so that the City's core services can be provided in an effective and efficient manner.

Discussion: The Texas Department of Agriculture is soliciting applications for the 2015 Community Development Block Grant (CDBG) program. The Regional (H-GAC) priority is for new or replacement water lines. The City plans to replace the water line along 11th Street (University to Avenue G).

This project consists of replacing an old and deteriorated 6" water line along 11th Street from University Avenue to Avenue G. Approximate length of this waterline segment is 1,900 linear feet. The water line located in this segment was installed in the 1950s and is cast iron or ductile iron pipe. Several water line breaks have occurred in this segment. Due to the age of the waterline and known waterline degradation, this line has not been cleaned as part of the scheduled water system cleaning program for fear of damaging the degraded water line and creating new leaks or breaks.

Considering the material and age of the water line, tuberculation inside the pipe is also suspected. Tuberculation causes restriction to the flow of water within the pipe due to reduction in the area caused by mounds of corrosion products. Overall, residents in the neighborhood are not only experiencing interruption during each break, they are also prone to experiencing reduced flow and pressure, and brown water. Prolonged delay in replacing the water line in this segment will result further deterioration of the water line and more frequent breaks.

Moreover, since this degraded segment of the water line is located underneath the pavement of 11th Street, which is a major arterial street in the City, it causes major interruptions to the traffic flow and also results in higher repair cost.

The water line west of University along 11th Street is also in deteriorated condition. It will remain a high priority for the coming years (whether by grant application or conventional budget funding). The waterline east of Avenue G along 11th Street has already been replaced, during 2007/2008.

The total estimated cost of design engineering and construction is \$405,000.00. A 15% match (\$60,750) is required. The grant application envisions a cash match of \$46,750.00 and in-kind services totaling \$14,000.00. In the event the grant application is funded, City staff will approach the Council Finance

Committee and the full Council for the cash match portion.

Previous Council Action: No previous Council Action.

Financial Implications:

☒ **Item is not budgeted:** The cash portion of the \$46,750 match will be provided partially from existing CIP funds for this waterline segment, as well as the Water CIP unallocated budget. The existing balance in Water CIP unallocated budget is \$445,796.

Approvals: ☒ City Attorney ☒ Director of Finance ☒ City Manager

Associated Information:

- Project Map (Page 3)
- Resolution (Page 4)



RESOLUTION NO. 2015-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, AUTHORIZING THE SUBMISSION OF THE 2015-2016 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE 2015-2016 CDBG GRANT.

- WHEREAS the City desires to develop a viable urban community, including decent housing and a suitable living environment and expanding the economic opportunities, principal for persons of low -to- moderate income; and
- WHEREAS certain conditions exist which represent a threat to public health and safety; and
- WHEREAS it is necessary and in the best interests of Huntsville to apply for funding under the Texas Community Development Block Grant Program;

NOW, THEREFORE, be it resolved by the City Council of the City of Huntsville, Texas, that:

- SECTION 1: A Texas Community Development Block Grant Program application for Community Development funds is hereby authorized to be filed on behalf of the City with the Texas Department of Agriculture and any other appropriate agencies as defined in the regulations.
- SECTION 2: The City's application be placed in competition for funding under the Community Development Fund.
- SECTION 3: The application will be for \$344,250 to replace the 6" old waterline along 11th Street from University Avenue to Avenue G.
- SECTION 4: The City Council directs and designates the City Manager as the City's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the City's participation in the Texas Community Development Block Grant Program
- SECTION 5: The City commits itself, if funded by Texas Community Development Block Grant Program to appropriate \$60,750 as matching funds and as a demonstration of its local support to the replacement waterline project. The match includes \$46,750 cash and \$14,000 in-kind Inspection services, Environmental Review, Administration, and Construction Management.
- SECTION 6: All funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.

PASSED AND APPROVED this 17th day of February, 2015.

THE CITY OF HUNTSVILLE

Mac Woodward, Mayor

ATTEST:

Lee Woodward, City Secretary

APPROVED AS TO FORM:

Leonard Schneider, City Attorney



CITY COUNCIL AGENDA

2/17/2015

Agenda Item: 4f

Item/Subject: Consider the award of bid for Old Colony Road (OCR) V & VI Sewer Extension Project Construction (Project #08-10-31 & 08-10-32), second reading.

Initiating Department/Presenter: Engineering

Presenter: Y. S. "Ram" Ramachandra, City Engineer

Recommended Motion: Move to authorize the City Manager to award the construction contract to 5-T Utilities, Inc. for the Construction of Old Colony Road (OCR) Phases V & VI Sewer Extension Projects (Project Nos. 08-10-31 & 08-10-32).

Strategic Initiative: Goal #4 - Infrastructure - Ensure the quality of the City utilities, transportation and physical structures so that the City's core services can be provided in an effective and efficient manner.

Discussion: Old Colony Road (OCR) Sanitary Sewer Project Phases V & VI consists of providing gravity sanitary sewer service to serve more areas in the Tanyard Creek watershed and taking a step closer in achieving long range goal of improving the wastewater system as outlined in the current sewer master plan. Proposed sewer alignment is depicted in the attached Project Overview Map. When constructed, approximately 65 lots/tracts adjacent to and in the vicinity of Johnson Road and Preston Lane will be benefited with the availability of the City sewer. However, OCR Project Phases V & VI provide larger benefit of reducing operation and maintenance (O & M) cost in the coming years as follows:

- Upon completing construction and commissioning of OCR Sewer Phases V & VI, three (3) lift stations (Badger Lane, Old Colony Road and Sims lift stations) will be eliminated, thus reducing the O & M cost to the City.
- Proposed 18" sewer main in OCR Sewer Phase VI is sized so that when gravity sewer is extended further south in the West Fork Tanyard Creek watershed in the coming years, it would result in elimination of three (3) additional lift stations – Highway 190, Bearkat Boulevard, and Mallory Lake lift stations, which will further reduce O & M cost.

Just in terms of day to day checkup (routine preventive maintenance) and monthly electricity costs for operation of a lift station, expense is minimal, varies from \$3,000 to \$6,000 annually. Investment on gravity sewer line to eliminate a lift station, with the sole intent of eliminating the costs of electricity and routine maintenance is not justifiable.

Lift stations typically have several high cost elements such as wet wells (to where the wastewater flows to pump out), dry wells (some lift station will have this, a separate well to house pumps that are not of submersible type), pumps, motors, instrumentation to control the operation, and backup generators. For this reason, probability of failure of a lift station from failure or malfunctioning of any of these elements is very high.

In the recent times, major investments on rehabilitation have been made on two different lift stations – \$150,000 on McGary Creek lift station in 2010 and \$210,000 on Elkins Lake lift station in 2014. These two expenses have been given as examples of potential expenses the City may incur from any of the 30

lift stations that the City owns. In addition, failure in the proper operation of a lift station may become a risk to public health & safety, properties and fines and mandates from Texas Department of Environmental Quality (TCEQ). On an average, lift stations will need some type of major rehabilitation or replacement (consisting of pumps & assembly, motors, wet wells, controls – any and all) every 15 to 20 years. This is an estimate time frame and the period of major maintenance varies widely.

Specific to OCR V & VI projects, additional reason for providing the gravity sewer is also to reduce the sewer load on the system in Bearkat Avenue and Avenue M areas. These segments of sewer line have been experiencing close to full capacity flows. This is due to the reason that lift stations, which are scheduled to be eliminated from OCR V & VI projects and from further extending to the south, are pumping sewage, across watershed, to Bearkat Avenue and Avenue M sewer trunk mains. Elimination of lift stations will help, to some extent, in removing the “close to full capacity” scenario and helps in accommodating more flows from future development / redevelopment from the growth in SHSU and other entities.

The project design has been achieved using the professional engineering services of Schaumburg & Polk, a civil engineering firm from Houston area.

Notice to Bidders was advertised on January 4, 2015 upon completion of design and simultaneously made available in the City of Huntsville Web site. Also, project drawings and contract documents were posted on Electronic State Business Daily (ESBD), the City of Huntsville and Public Purchases web sites. Hard copies of the bid document were sent to potential bidders upon request and a copy was retained at the Engineering department for public viewing.

A non-mandatory pre-bid meeting was held on January 13, 2015 to allow all responders access to the City staff for questions, comments and clarifications on the scope of work. The bids were opened on January 23, 2015. Seven (7) bids were received for this project. Certified bid tabulations and recommendation letter for award of contract provided by Schaumburg & Polk are attached to this agenda item. The low bid amount is \$1,349,394.26, from 5-T Utilities, Inc., Huntsville, TX.

The staff recommendation is to award the construction contract to the low bidder, 5-T Utilities, Inc., Huntsville, TX, in the amount of \$1,349,394.26. 5-T Utilities has previously worked on and has satisfactorily completed several sewer line projects for the City.

All utility easements that are needed for the construction and maintenance of these two projects have been acquired. A segment of OCR Phase VI sewer will be installed within the National Forest Service (NFS) area. The City obtained necessary Special Use Permit from the NFS during April 2014, after a lengthy 3-year long review and permitting process.

The construction contract period is two hundred and forty (240) calendar days from the date of Notice to Proceed (NTP). The awarding of this project requires two readings by the Council.

Previous Council Action: The City Council initially funded the project in FY 2008-2009, to move forward with the National Forest Service (NFS) permit process and preliminary engineering. Subsequently, over the years, the Council funded the project to achieve additional needs of the NFS to issue permit, to achieve final design and to meet the construction cost through budget amendments and annual budget processes. The last of such funding was made available during FY 2013-2014, to the extent of \$340,000 for OCR Phase V project and \$420,000 for OCR Phase VI project.

Financial Implications:

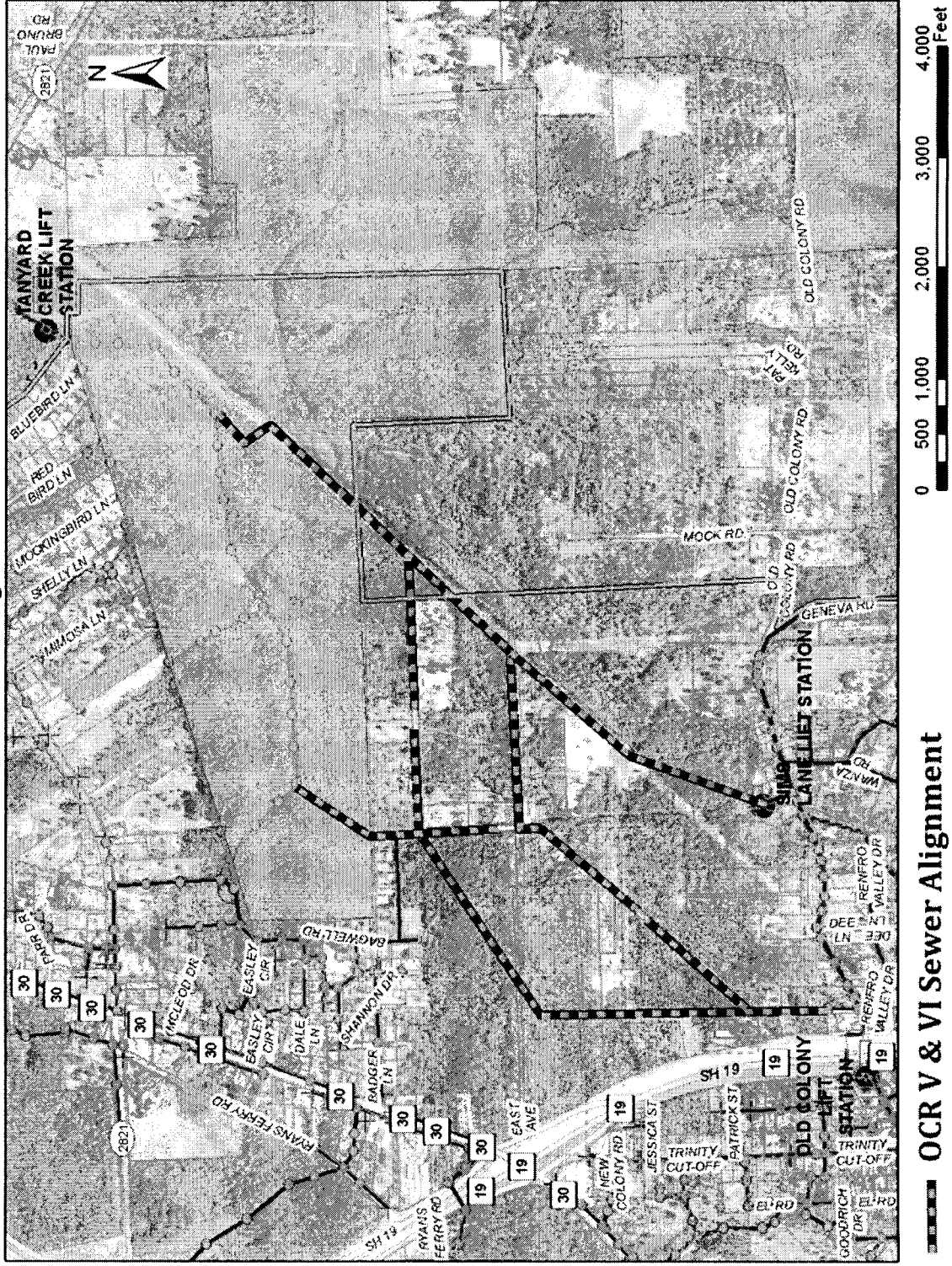
☒ **Item is budgeted:** A/C # 702-7128-62300 Current account balance is \$744,454.64

Approvals: ☐ City Attorney ☒ Director of Finance ☐ City Manager

Associated Information:

- OCR V & VI Project Overview (page 4)
- Engineer's Recommendation Letter (page 5)
- Certified Bid Tabulation (pages 6 – 9)

OCR V & VI Project Overview



OCR V & VI Sewer Alignment

January 22, 2015

Billie F. Smith, CPPO
City of Huntsville
Purchasing Manager
448 State Hwy 75 North
Huntsville, TX 77320

Re: Bid Results for OCR 5 Sanitary Sewer and OCR 6 Sanitary Sewer Project
City of Huntsville PN 08-10-31 and 08-10-32

SPI Project No. 301607.00

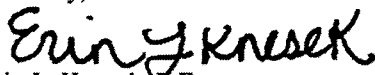
Dear Ms. Smith:

On January 21, 2015, the City of Huntsville received bids for the above-referenced project. Seven (7) contractors submitted bid proposals for the project. Enclosed is the bid tabulation prepared by our office of all bids received. Our review of the tabulation therefore indicates that 5-T Utilities is the low bidder with a base bid of \$1,349,394.26. In our review of the bids, it was discovered that Persons Services Company had mathematical errors in their bid, but they had no significant impact on the bid results.

Please note that our evaluation of the bids included only a review of the detailed pricing, and did not include an evaluation of the other bid documents (insurance, references, financial statements, bid bonds, etc.). We recommend that the low bidder, 5-T Utilities, be awarded the contract for the OCR 5 Sanitary Sewer and OCR 6 Sanitary Sewer Project (COHPN 08-10-31 and 08-10-32) based on their low bid.

If you have any questions, please feel free to contact me at 281-920-0487.

Sincerely,


Erin L. Knesek, P.E.
Project Manager

Enclosure

City of Huntsville, Texas Bid Dates: January 21, 2015 Time: 2:00 p.m. Central Time OCR 5 Sanitary Sewer Project and OCR 6 Sanitary Sewer Project - COH Project # 08-10-31 & 08-10-32										
Bid Tabulation										
Item No.	Description	Qty.	Unit	5		6		7		
				Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	
1	Mobilization	1	LS	\$ 130,000.00	\$ 130,000.00	\$ 108,000.00	\$ 108,000.00	\$ 200,000.00	\$ 200,000.00	
2	Clearing & Grubbing	1	LS	\$ 160,000.00	\$ 160,000.00	\$ 65,000.00	\$ 65,000.00	\$ 80,000.00	\$ 80,000.00	
3	16" X 50" (19 gauge) Galvanized Steel Gate with 6" Crossote Posts, Complete In Place	12	EA	\$ 1,500.00	\$ 18,000.00	\$ 1,850.00	\$ 22,200.00	\$ 1,000.00	\$ 12,000.00	
4	Trench Safety System	20,111	LF	\$ 1.50	\$ 30,166.50	\$ 13.00	\$ 261,443.00	\$ 0.01	\$ 201.11	
5	Remove Asphalt Paving	197	SY	\$ 20.00	\$ 3,940.00	\$ 6.00	\$ 1,182.00	\$ 15.00	\$ 2,955.00	
6	Proposed 2" Asphalt Paving	21	TON	\$ 370.00	\$ 7,770.00	\$ 500.00	\$ 10,500.00	\$ 500.00	\$ 10,500.00	
7	Proposed 8" Hot Mix Base course	86	TON	\$ 370.00	\$ 31,820.00	\$ 400.00	\$ 34,400.00	\$ 163.00	\$ 14,018.00	
8	Proposed 8" Sanitary Sewer, Open Cut*	598	LF	\$ 41.00	\$ 24,518.00	\$ 37.00	\$ 22,126.00	\$ 101.00	\$ 60,398.00	
9	Proposed 8" Sanitary Sewer, Open Cut*	2,079	LF	\$ 46.00	\$ 95,634.00	\$ 38.00	\$ 79,002.00	\$ 101.00	\$ 209,979.00	
10	Proposed 8" Sanitary Sewer, Open Cut*	3,538	LF	\$ 51.00	\$ 180,438.00	\$ 39.00	\$ 137,982.00	\$ 101.00	\$ 357,338.00	
11	Proposed 8" Sanitary Sewer, Open Cut*	3,268	LF	\$ 56.00	\$ 183,008.00	\$ 44.00	\$ 143,792.00	\$ 101.00	\$ 330,068.00	
12	Proposed 8" Sanitary Sewer, Open Cut*	1,989	LF	\$ 68.00	\$ 135,252.00	\$ 50.00	\$ 99,450.00	\$ 101.00	\$ 200,889.00	
13	Proposed 8" Sanitary Sewer, Open Cut*	1,640	LF	\$ 74.00	\$ 121,360.00	\$ 54.00	\$ 88,560.00	\$ 101.00	\$ 165,640.00	
14	Proposed 8" Sanitary Sewer, Open Cut*	396	LF	\$ 90.00	\$ 35,640.00	\$ 68.00	\$ 26,928.00	\$ 101.00	\$ 39,996.00	
15	Proposed 8" Sanitary Sewer (polyethylene SDR-17, Trenchless Installation)	159	LF	\$ 100.00	\$ 15,900.00	\$ 100.00	\$ 15,900.00	\$ 114.00	\$ 18,126.00	
16	Proposed 18" Sanitary Sewer, Open Cut*	970	LF	\$ 66.00	\$ 64,020.00	\$ 60.00	\$ 58,200.00	\$ 132.00	\$ 128,040.00	
17	Proposed 18" Sanitary Sewer, Open Cut*	554	LF	\$ 72.00	\$ 39,888.00	\$ 62.00	\$ 34,348.00	\$ 132.00	\$ 73,128.00	
18	Proposed 18" Sanitary Sewer, Open Cut*	730	LF	\$ 78.00	\$ 56,940.00	\$ 66.00	\$ 48,180.00	\$ 132.00	\$ 96,360.00	
19	Proposed 18" Sanitary Sewer, Open Cut*	1,450	LF	\$ 84.00	\$ 121,800.00	\$ 74.00	\$ 107,300.00	\$ 132.00	\$ 191,400.00	
20	Proposed 18" Sanitary Sewer, Open Cut*	1,242	LF	\$ 97.00	\$ 120,474.00	\$ 79.00	\$ 98,118.00	\$ 132.00	\$ 163,944.00	
21	Proposed 18" Sanitary Sewer, Open Cut*	815	LF	\$ 105.00	\$ 85,575.00	\$ 88.00	\$ 71,720.00	\$ 132.00	\$ 107,580.00	
22	Proposed 18" Sanitary Sewer, Open Cut*, 16-20 Feet Depth	337	LF	\$ 130.00	\$ 43,810.00	\$ 101.00	\$ 34,037.00	\$ 132.00	\$ 44,484.00	
23	Proposed 18" Sanitary Sewer (Polyethylene SDR-17, Trenchless Installation)	119	LF	\$ 200.00	\$ 23,800.00	\$ 230.00	\$ 27,370.00	\$ 194.00	\$ 23,086.00	
24	Proposed 30" Steel Casing with 18" Sanitary Sewer (Bored)	257	LF	\$ 500.00	\$ 128,500.00	\$ 450.00	\$ 115,650.00	\$ 538.00	\$ 138,266.00	
25	Proposed 30" Steel Casing with 18" Sanitary Sewer (Aerial Crossing)	76	LF	\$ 250.00	\$ 19,000.00	\$ 415.00	\$ 31,540.00	\$ 312.00	\$ 23,712.00	
26	Proposed 4" Service Lateral	90	LF	\$ 40.00	\$ 3,600.00	\$ 525.00	\$ 47,250.00	\$ 64.00	\$ 5,760.00	
27	Proposed Junction Box	2	EA	\$ 10,400.00	\$ 20,800.00	\$ 15,000.00	\$ 30,000.00	\$ 20,000.00	\$ 40,000.00	

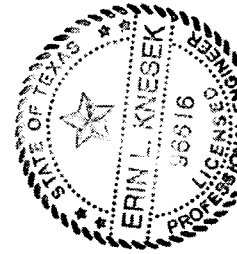
City of Huntsville, Texas									
Bid Tabulation									
Bid Date: January 21, 2015 Time: 2:00 p.m. Central Time									
OCR 5 Sanitary Sewer Project and OCR 6 Sanitary Sewer Project - COH Project # 08-10-31 & 08-10-32									
Item No.	Description	Qty.	Unit	5		6		7	
				Dupichain Contractors LLP		APEX Construction		SI Louis Construction	
				Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
28	Proposed 4' Sanitary Sewer Manhole (up to 6' deep)	64	EA	\$ 4,700.00	\$ 300,800.00	\$ 7,000.00	\$ 448,000.00	\$ 4,400.00	\$ 281,600.00
29	Extra Depth for Sanitary Manhole (for depths greater than 6')	388	VF	\$ 300.00	\$ 116,400.00	\$ 550.00	\$ 213,400.00	\$ 225.00	\$ 87,300.00
30	Proposed Sanitary Drop	16	EA	\$ 1,500.00	\$ 24,000.00	\$ 2,800.00	\$ 44,800.00	\$ 1,500.00	\$ 24,000.00
31	Decommission / Abandon Lift Station as described on Sheet 1 of the Construction Drawings.	3	EA						
32	Traffic Control	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 7,400.00	\$ 22,200.00	\$ 25,500.00	\$ 76,500.00
33	SWPPP	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 28,500.00	\$ 28,500.00	\$ 25,000.00	\$ 25,000.00
34	Hydromulch Seeding	16	AC	\$ 2,700.00	\$ 35,200.00	\$ 66,750.00	\$ 66,750.00	\$ 58,500.00	\$ 58,500.00
SUBTOTAL				\$2,407,053.50		\$2,688,628.00		\$3,314,768.11	
Extra Unit Prices, only to be used as directed by the City									
1	Dewatering	2,000	LF	\$ 10.00	\$ 20,000.00	\$ 31.00	\$ 62,000.00	\$ 35.00	\$ 70,000.00
TOTAL				\$2,427,053.50		\$2,750,628.00		\$3,384,768.11	
Percentage over Low Bidder				79.86%		103.84%		150.84%	

- Indicates calculation error. Does not affect the overall bid results.

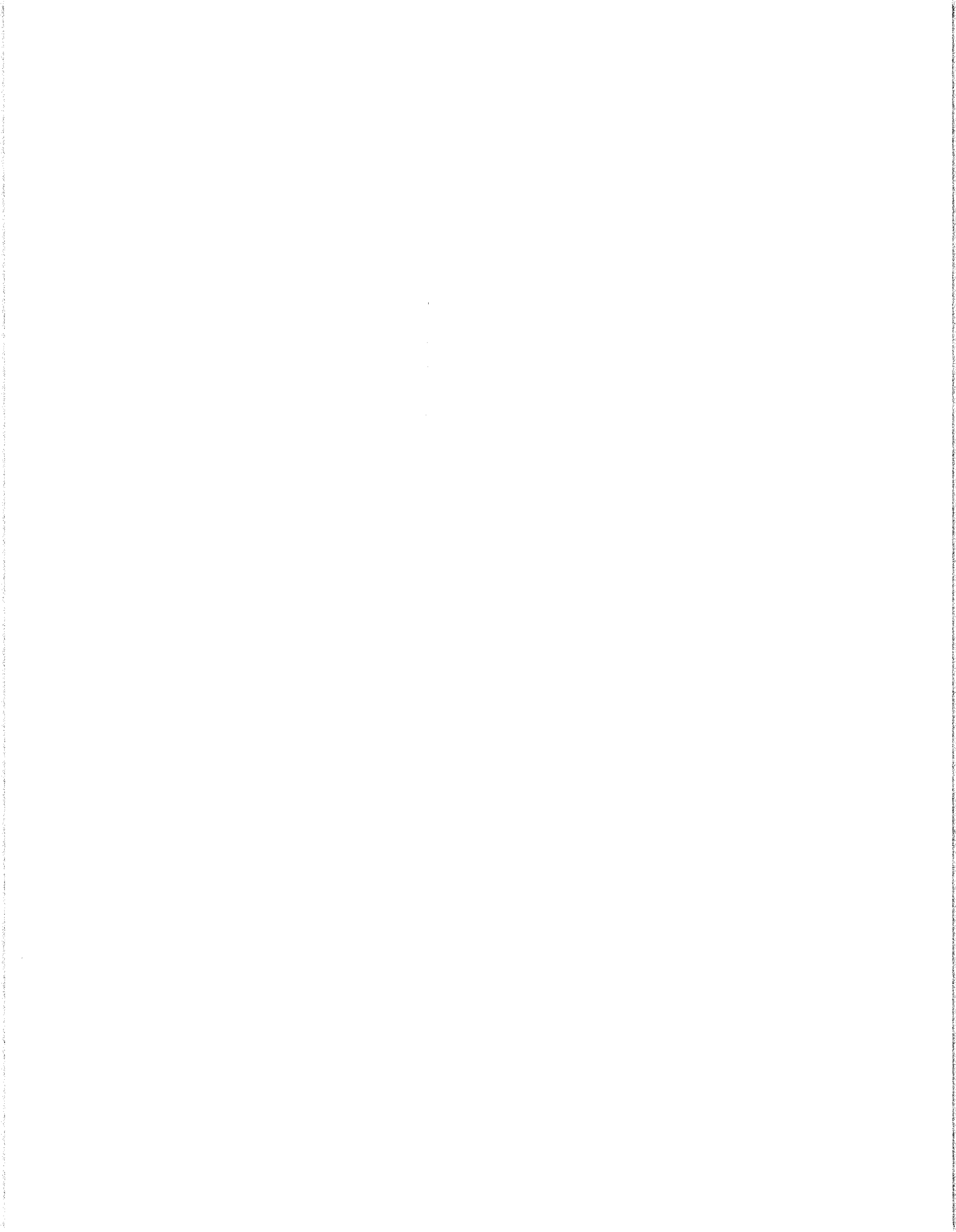
I hereby certify that the bid tabulations contained herein were prepared by me and under my direct supervision. The individual contractor's Unit Bid Prices and Bid Amounts are the actual amounts placed on the Bid Sheet for the bidding process. Any discrepancies in the Unit Bid price and Bid Amounts are noted above.

Signed, Sealed and dated this 23 day of January, year 2015 by Erin L. Knesek, Schaumburg & Polk, Inc.

Erin L. Knesek
Erin L. Knesek, Schaumburg & Polk, Inc.



Erin L. Knesek 1/23/15





CITY COUNCIL AGENDA

2/17/2015

Agenda Item: 4g

Item/Subject: Consider adoption of Ordinance 2015-14 to amend the budget for FY 14-15 and amend the Capital Improvement Projects budget.

Initiating Department/Presenter: Finance

Presenter: Steve Ritter – Finance Director

Recommended Motion: Move to adopt Ordinance 2015-14 to amend the budget for FY 14-15 and amend the Capital Improvement Projects budget.

Strategic Initiative: Strategic Initiative #4 - Huntsville is a well-managed, sustainable community that values its natural resources and provides exceptional public services.

Discussion: As discussed in the attachment to the Ordinance, various budget amendments are presented for City Council consideration. The Finance Committee reviewed and approved these Budget Amendments at their meeting on February 5, 2015.

Previous Council Action: No previous Council action

Financial Implications:

☐ There is no financial impact associated with this item.

☐ Item is budgeted: ____ - ____ - ____ In the amount of \$ ____

☒ See the attached Ordinance and related Budget Amendments (Exhibit A)

☐ Item is estimated to generate additional revenue:

Approvals: ☐ City Attorney ☒ Director of Finance ☒ City Manager

Associated Information:

- Ordinance 2015-14, page 2
- Exhibit A (list of budget amendments), page 3

ORDINANCE NO. 2015-14

AN ORDINANCE OF THE CITY OF HUNTSVILLE, TEXAS, AMENDING THE 2014-2015 ANNUAL BUDGET AND CAPITAL IMPROVEMENTS PROJECTS (CIP) BUDGETS, ORDINANCE NO. 2014-42 TO AMEND ADOPTED EXPENDITURES OF THE BUDGET; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the 2014-2015 Annual Budget and CIP Budgets were adopted by Ordinance 2013-42 on September 16, 2014;

WHEREAS, various unforeseen circumstances affecting the City have presented themselves during the course of the fiscal year;

WHEREAS, the City Council considered the circumstances independently, deliberating appropriately on the associated revenues and expenditures and the overall impact on the general financial status of the City;

WHEREAS, pursuant to the laws of the State of Texas and the City Charter of the City of Huntsville, Texas, the City Council has determined that it will be beneficial and advantageous to the citizens of the City of Huntsville to amend the Annual Budget and the Capital Improvements Projects (CIP) budget as set forth herein; and

WHEREAS, this ordinance combines the independent Council actions into one budget amendment document;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, that:

Section 1. The findings set forth above are incorporated into the body of this ordinance.

Section 2. The annual budget for fiscal year 2014 – 2015 is hereby amended to include the expenditures and revenues in Exhibit “A” and the Capital Improvements Projects budget is hereby amended to include the expenditures described in Exhibit “A” attached hereto and made a part of this ordinance as if set out verbatim herein.

Section 3. All ordinances of the City in conflict with the provisions of this ordinance are hereby repealed, and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

Section 4. Should any section, portion, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid for any reason, it shall not invalidate or impair the force or effect of any other section or portion of this ordinance.

Section 5. The necessity for amending the Annual Budget and the budget for the Capital Improvements Projects, as required by the laws of the State of Texas, requires that this ordinance shall take effect immediately from and after its passage, as the law in such cases provides.

Section 6. This ordinance shall take effect immediately after its passage.

PASSED AND APPROVED on this the 17th day of February 2015.

THE CITY OF HUNTSVILLE, TEXAS

Mac Woodward, Mayor

ATTEST:

APPROVED AS TO FORM:

Lee Woodward, City Secretary

Leonard Schneider, City Attorney

Exhibit A

<p align="center">Budget Amendments FY 14-15 February 17, 2015</p>

a.	Source/Incr:	Police Grants SRF - Grant Revenues	\$ 12,685
	Increase:	Police Grants SRF - Grant Expenditures	\$ 12,685
<p>Explanation: The City's Police Department entered into an agreement with the Attorney General's Office to be an "affiliate" of their Law Enforcement Cyber Crimes Unit. In doing so the Police Department gets the benefit of their assistance and expertise in investigating child pornography as well as other crimes committed via computer. In return, the Police Department provides assistance to the Attorney General's Cyber Crimes Unit as needed when they are investigating offenses that occur in our area. An additional benefit of the affiliation is grant money to purchase computer equipment with which to investigate said crimes. The Police Department has submitted \$12,685 of potential purchases to the AG's office for approval. The grant is a reimbursement grant. There is not a City match requirement to receive the grant funds.</p>			

b.	Increase:	General Fund-Transfer to Police LEOSE Spc Rv Fd	\$ 15,293
	Increase:	LEOSE Special Revenue Fund-Trnsfr from Gen Fd	\$ 15,293
	Increase:	LEOSE Special Revenue Fund - Training	\$ 15,293
	<p>Explanation: The Police Department has received State "Law Enforcement Officer Standards and Education" funds in the last 9 out of 11 years (in FYs 11-12 and 12-13 the state did not distribute funds). The funds are received automatically based on the number of officer positions meeting state definition. State statutes require the funds be used specifically for officer training/education and funds cannot supplant or replace local funds for officer training and education. A review of the history of funds received and funds used in the past 11 years revealed unused funds in the amount of \$15,293. In the past the revenues (LEOSE funds) and disbursement of the funds have been accounted for in the General Fund; as such a manual accounting has been the method of tracking unused/still available monies. This budget amendment is for placing the available monies in a Special Revenue Fund which will be used from here on to account for receipts and disbursements of the funds and as such will provide a current balance of available funds at all times.</p>		

<p align="center">CIP Budget Amendments FY 14-15 February 17, 2015</p>

a.	Decrease:	I-45 N (Hwy 30 to Crosstimbers) 701-7051 (eliminate Proj)	\$(101,251)
	Increase:	Water CIP Unallocated 701-999	\$ 101,251
	Decrease:	Old Colony Rd WW - Phase V - 702-7128	\$(142,224)
	Decrease:	Old Colony Rd WW - Phase VI - 702-7129	\$(154,076)
	Decrease:	BOT/TDCJ Area Interceptor - 702-7151	\$(180,000)
	Increase:	Wastewater CIP Unallocated 702-999	\$ 476,300
	Decrease:	Old Houston Rd Cul-De-Sac - 800-8705 (eliminate Proj)	\$(128,935)
	Increase:	Street CIP Unallocated 800-999	\$ 128,935
	Decrease:	Ave C (13th-16th) Design&Const 814-81419 (elim. Proj.)	\$ (71,000)
	Increase:	Sidewalks CIP Unallocated 814-999	\$ 71,000
<p>Explanation: Upon reviewing various budgeted CIP projects, it has been determined that some projects can be eliminated. Also, a) there are some savings in engineering costs in OCR V & VI sewer projects ; and b) low bid for construction came in at lower than the estimated/budgeted amount for construction of OCR V & VI sewer projects.</p>			



CITY COUNCIL AGENDA

2/17/2015

Agenda Item: 5a

Item/Subject: **FIRST READING** - Consider adopting Ordinance 2015-15, allowing the City Manager to approve amendments to the City's Personnel Policies and Procedures Policy Manual after notice is given to the City Council, first reading.

Initiating Department/Presenter: City Manager

Presenter: Matt Benoit, City Manager
Julie O'Connell, Director of Human Resources

Recommended Motion: **FIRST READING** - Move to adopt Ordinance 2015-15 to allow the City Manager to approve amendments to the City's Personnel Policies and Procedures Policy Manual after notice is given to the City Council.

Strategic Initiative: Goal #6 - Resource Development - Enhance the quality of life for citizens, businesses and visitors by leveraging the human and fiscal resources available to the community.

Discussion: The City's Personnel Policies and Procedures Policy Manual is composed of 235 pages and 88 different policies that cover everything from hiring procedures, hours of work, payroll deductions, risk management procedures, vehicle operation policies, employee conduct, discipline and grievances. The current policy was adopted by the City Council by Ordinance in September 2005. There have been five modifications by Ordinance to the Manual since.

Presently, Section 1.03 of the Manual requires City Council approval of new policies or policy revisions. It is appropriate for cities to review and update their Personnel Policies and Procedures every couple of years to ensure compliance with current practices, possible changes in Federal and/or State Law and best management practices.

To aid in an effective and efficient review of the Manual, Ordinance 2015-15 would allow the City Manager to sign new policies and amendments to the Personnel Policies and Procedures Policy Manual. This would occur only after the City Manager provides written notice of the proposed policy and allows five (5) business days to elapse. Should a Councilmember wish to place an item on a future Council agenda for full City Council consideration (per the Council's Rules of Procedure outlined in Section 3.03(c)), the policy will not be enacted pending Council review and approval.

City staff surveyed thirteen other regional and similar sized cities to Huntsville to determine how common it is for City Managers to be able to sign new and amended Personnel Policies and Procedures. The cities of Lancaster, Keller, Bryan, Sherman, Burleson, and Rockwall allow their City Manager to sign. In the City Manager's previous experience, the cities of Wichita Falls and Farmers Branch allowed their City Manager to sign as well. The cities of Texarkana, La Porte, and Conroe require City Council approval to amend their Personnel Policies.

Presently, the Department Directors are working through a revised manual by reviewing approximately three to five sections per week. So far, the Directors have observed the following:

1. Many of the current policies and procedures are so outdated and inconsistent with practice that the current draft has been discarded and a new draft is the basis for review. Typically, when City staff recommends changes to a document, the prior copy is presented with suggested revisions. That is unworkable at this point.
2. After reviewing some policies, the Directors are clear changes need to be made, but are not always in agreement or sure what the change should be. In those instances, they are attempting to find some middle ground and agree to review the policy at various intervals. Currently, those changes would necessitate two readings of an Ordinance if staff discovers at a review period the initial changes are proving unworkable.
3. Many of the changes are necessitated by modification in state and federal law. There is almost no discretion in any of those changes (for anyone).

In an attempt to preserve Council authority of these matters, the proposed Ordinance 2015-15 requires five (5) business days written notice to the Council before a policy can be approved by the City Manager. Staff will include a summary of the proposed changes between the current and revised policies. Of course, during that five (5) business days period, staff would welcome questions and inquiries by Councilmembers.

Previous Council Action: The current Employee Policies and Procedures Manual was adopted with Ordinance 2005-17 in September 2005. There have been five adopted ordinances for amendment since then. The first occurred with Ordinance 2006-14 (adopted 7/18/2006). There are thirteen different amendments to various sections in the policy. The signed Ordinance does not contain "red-lined" or struck language, so there is no way to tell if these are amendments, new policies, or combinations thereof.

The second set of amendments occurred with Ordinance 2007-35 (adopted 12/11/2007). Again, there is no "red-lined" or struck language. Ordinance 2008-01 (adopted 1/22/08) includes two amendments that appear to reduce authorized holidays and create three personal leave days. Ordinance 2008-36 (adopted 9/16/08) appears to amend four sections within the policy. The final amendment occurred with Ordinance 2011-51 (adopted August 2, 2011). These changes appear to modify the City's On-Call policy, and procedures related to the payment of overtime.

Financial Implications:

☒ **There is no financial impact associated with this item.** There are no immediate financial implications associated with allowing the City Manager to sign Personnel Policies and Procedures. It is possible that a proposed policy amendment could have a financial impact. Staff will make every effort to quantify those financial implications in the notice to the Council.

Approvals: ☐ City Attorney ☐ Director of Finance ☒ City Manager

Associated Information:

- Proposed Ordinance 2015-15 (page 3)
- Excerpt from Council Rules of Procedure regarding placement of items on the agenda. (page 4)

ORDINANCE 2015-15

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, GRANTING ADDITIONAL DUTIES TO THE CITY MANAGER BY AMENDING CHAPTER 2 "ADMINISTRATION" OF THE CODE OF ORDINANCES; ADDING A NEW SECTION 2-5 TO ARTICLE I; AND MAKING OTHER PROVISIONS RELATED THERETO.

WHEREAS the City of Huntsville has previously adopted "Employee Policies and Procedures" (hereinafter "Policy Manual") by Ordinance 2005-17 and has previously adopted subsequent amendments to the Policy Manual;

WHEREAS the City Charter provides in Section 8.02 the Council may prescribe additional duties to the City Manager;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, that:

Section 1: The facts and matters set forth in the preamble of this Ordinance are found to be true and correct and are hereby adopted, ratified, and confirmed.

Section 2: Chapter 2 "Administration" of the Code of Ordinances is hereby amended by adding a new section 2-5 under Article 1 "In General" as follows:

"Sec. 2-5- Personnel Policies

In addition to, or pursuant to, the powers and duties granted by the City Charter, the city manager may, after five (5) days written notice and without objection from a Councilmember, adopt, modify and administer personnel policies for city employees, subject to state and federal law and the provisions of the City Charter."

Section 3: The Current Policy Manual may be adopted or modified by the City Manager after five (5) days written notice and without objection from a Councilmember,

Section 4: All ordinances or parts of Ordinances that are in conflict or inconsistent with the provisions of this Ordinance shall be, and the same are hereby, repealed and all other ordinances of the City not in conflict with the provisions of this Ordinance shall remain in full force and effect.

Section 5: This Ordinance becomes effective upon adoption.

PASSED AND APPROVED on this the _____ day of _____ 2015.

THE CITY OF HUNTSVILLE

Mac Woodward, Mayor

ATTEST:

APPROVED AS TO FORM:

Lee Woodward, City Secretary

Leonard Schneider, City Attorney

3.03. Agenda.

- a. Councilmembers, the City Manager, the City Attorney, and the City Secretary may place items on the agenda. Agenda items, including any necessary or applicable supporting documents and materials to be included in agenda packets, shall be submitted in written form to the City Secretary in accordance with this section. The City Secretary will coordinate the placement of items on the agenda with the City Manager, who will resolve any conflicts with Mayor and Councilmembers. Agenda items may be removed only by the person who initially placed that item on the agenda.
- b. Drafts of contracts, ordinances, resolutions, or other items requiring review should be submitted to the City Attorney in a manner timely enough to allow for their review prior to this submittal deadline.
- c. Councilmembers who wish to place an item on the agenda must submit it in writing eight calendar days prior to the date of a regularly-scheduled meeting. The written submittal shall include a clear description of the proposed action by the Council (in the form of a proposed motion), or shall clearly state the item is for discussion purposes only (in which case no action may be taken at that meeting). The written submittal shall also be of sufficient detail to allow staff to contribute background information on the topic.



CITY COUNCIL AGENDA

2/17/2015

Agenda Item: 5b

Item/Subject: Consider authorizing the City Manager to sign an agreement with PGAL architects to conduct space needs assessments and cost estimating for four City facilities, for an amount not to exceed \$70,000.00.

Initiating Department/Presenter: City Manager

Presenter: Matt Benoit, City Manager

Recommended Motion: Move to authorizing the City Manager to sign an agreement with PGAL architects to conduct space needs assessments and cost estimating for four City facilities for an amount not to exceed \$70,000.00.

Strategic Initiative: Goal #4 - Infrastructure - Ensure the quality of the City utilities, transportation and physical structures so that the City's core services can be provided in an effective and efficient manner.

Discussion: As part of the Council's 2014 Strategic Plan, City staff investigated and reported to the City Council the opportunity to issue somewhere between \$16 and \$18.5 million worth of General Obligation debt without raising the tax rate. That opportunity will occur as early as 2018. Shortly after that review, the Council received a Facilities Maintenance Assessment on all of its facilities. The report indicated:

- City Hall is approaching 40 years old. While it is currently in fair condition, it has its shortcomings.
- The Police Department has been in its current facility for almost 34 years. According to some, the building has been in place since at least 1969. It has space and operational deficiencies that a renovation probably would not solve.
- The building that houses Fire Station #2 is 76 years old. It has housed the fire station for 42 years. It's unrealistic to expect that building to be operationally sufficient for another 20 years.
- The Service Center and co-located Warehouse Garage facility are 42 and 40 years old, respectively. Both facilities were rated as "poor" condition. It's unrealistic to expect these facilities will last another 20 years.
- Any renovation effort would require addressing these issues. That will make these renovations very costly (not to mention the operational challenges of renovating some of these facilities).

As a result, City staff discussed with the Council (during budget deliberations) conducting several studies on the City's major infrastructure components to ensure all possibilities are considered if and when the decision is made to request voter consent to issue replacement debt. This study will answer several questions about the space needs and estimated costs of improving four the City's major facilities.

City staff issued a Request for Qualifications for these services. Nine firms responded, and four were interviewed by a team of seven City staff comprised of Directors who work in the four facilities under consideration for this study. PGAL was selected on the basis of their experience (including providing 23 of space needs assessments for public safety facilities and another 18 assessments for City Halls/Service Centers), proposed methodology, and ability to present to the City Council and public.

Significant features of PGAL's scope of services includes:

1. Thorough walking tours and assessments of existing facilities.
2. Thorough interviews with employees to determine what is and is not working with current facilities.
3. Comparison of information against other city's current and future space requirements.
4. Each facility will be reviewed for repair, renovate and rebuild. Each of those possibilities will be cost-estimated and considered for comparison. This will be remarkably helpful as the Council reviews the most cost effective approach to the future of our facilities and proposed uses of bond funds.
5. Development of conceptual designs for the concepts that emerge from the review (repair, renovate or rebuild) of each facility.
6. Review of three possible locations for each conceptual design that emerges (from each review of repair, renovate or rebuild).
7. Presentations to staff, Council and written reports detailing findings and estimated costs.

The base cost for all services is \$40,000.

The proposed scope also includes three categories of additional services. The first is Level 2 building evaluations (which is detailed reviews of the major mechanical and structural components) for \$3,500 per building. The second is presentations to public groups other than those affiliated with the City (for \$500/meeting). The final additional service is professional renderings of buildings that emerge with final conceptual designs (\$4,500 per building).

The City Manager recommends expenditure authority not to exceed \$70,000 to include estimated reimbursable costs to PGAL.

Previous Council Action: The City Council approved a decision package as part of adoption of the 2014-2015 budget at the September 2, 2015 City Council meeting by a vote of 9-0.

Financial Implications:

<input checked="" type="checkbox"/> Item is budgeted:	101-113-55070	In the amount of \$ 225,000
	101-550-55070	In the amount of \$ 225,000

Approvals: ☐City Attorney ☒Director of Finance ☒City Manager

Associated Information:

- Decision Package (pages 3-4)
- PGAL Proposed Scope of Services (pages 5-11)

FISCAL YEAR 2014-2015 DECISION PACKAGE

Item: Space Needs Assessments for City Hall, Service Center/Garage and Warehouse, Police Department and Fire Station #2

Initiating Department/Presenter: City Manager's Office, Matt Benoit, City Manager

Executive Summary: The City Council has been presented with two issues. First, in 2018-2019, a City Council will have the option to issue a considerable amount of debt without adjusting the tax rate. Second, the City has aging, in some cases deteriorating, city facilities with operational and service shortcomings. The purpose of these studies will be to determine the best way to address these facilities if/when a future City Council decided to issue debt to repair, remodel or replace them.

Financial Implications:

Fund	Funding Source			Total
	Operational Budget	Proposed Use of Fund Unallocated Reserve	Proposed Use of CIP Fund Unallocated Reserve	
General		\$450,000		\$450,000

Detailed Discussion and Explanation: Narrative Description – In the City Council's Strategic Plan, at Objective #16, Strategies #25 and #26, the Council directed staff to, "Carefully review and consider the possibility of a consolidated Public Safety Complex financed by retired debt." The City Council received a report from Boyd London, the City's Financial Advisor, illustrating the City's relatively low debt load, as well as the potential for issuing significant amounts of debt in the General Fund (as well as Water and Wastewater) with no effect on the tax rate.

Shortly thereafter, the City received a presentation from Huitt-Zollars containing the results of the Facility Maintenance Needs Assessment. That report indicated:

- City Hall is approaching 40 years old. While it is currently in fair condition, it has its shortcomings.
- The Police Department has been in its current facility for almost 34 years. According to some, the building has been in place since at least 1969. It has space and operational deficiencies that a renovation probably would not solve.
- The building that houses Fire Station #2 is 76 years old. It has housed the fire station for 42 years. It's unrealistic to expect that building to be operationally sufficient for another 20 years.
- The Service Center and co-located Warehouse Garage facility are 42 and 40 years old, respectively. Both facilities were rated as "poor" condition by Huitt-Zollars. It's unrealistic to expect these facilities will last another 20 years.
- Any renovation effort would require addressing these issues. That will make these renovations very costly (not to mention the operational challenges of renovating some of these facilities).

To fully understand and prepare for the possibility of issuing debt to replace these aging and deteriorating facilities, the City Manager's Recommended Budget includes a total of \$450,000 to study the need for - and provide conceptual designs and cost estimates for - repair, renovation or replacement of these facilities. Keep in mind, unless there is a change to the City Charter, even the repairs to these facilities will require a public vote to issue the debt. With that in mind, these studies will provide the Council with (among other things) the following:

1. Each facility will require its own review as to whether repair, renovation or replacement is appropriate. Until this study is complete, there will be no way to answer the question, "Is there a less expensive and/or more cost effective approach than what is recommended?" With cost estimates and the relative advantages and disadvantages of each of these opportunities, future Councils will be able to answer these questions definitively.
2. In all likelihood, if these studies recommend renovation or replacement for any of the four facilities, there will be recommended increases in square footage. For example, Fire Station #2 is approximately 7,558 square feet (inclusive of fire bay space). The City's newest Fire Station (#4) is approximately 8,496 square feet (with bay space). The City should not be surprised to see recommendations of 15% to 20% increases in square feet for buildings like the Police Department. When those increases are explained to the public, and cost/foot estimates of \$150 to \$200 are provided, naturally some citizens will, "Why so much?" With these studies, future Councils will be able to answer these questions definitively, as well.
3. Related to #1 above, as was observed with the same study completed on the Transfer Station, the cost difference between an adaptive reuse and constructing a new facility was between 13.5% and 17%. It will be important for future Councils to be able to understand where the best value is for the future of these facilities.
4. In all likelihood, City staff will propose consolidating most of these facilities. Consolidation should result in better service and perhaps economies of scale in construction. For instance, a combined City Hall/Service Center complex will allow citizens to come to one location for Utility Billing and Building Permits (as well as perhaps Municipal Court). This will allow shared resources as well as better one-stop shop service. How will future Councils know what the cost and benefits are of service and consolidation until these studies are completed? As another example, the Police Department can be consolidated with the Central Fire Station into a Public Safety Complex. Theoretically, there should be joint training rooms, joint parking and better overall use of public safety space. However, until these studies are completed, there will be no way to know how much consolidation of space is accomplished, or at what savings.
5. It is quite possible that the cost estimates that result from these facilities will cut too significantly into other projects the Council is interested in, or the citizens may simply not approve that significant a sum for facilities. In that event, there will need to be a decision which facilities to repair and which facilities to replace. It is likely each individual Councilmember will have their own reasons why any particular facility should or should not be replaced. However, a basis of factual information for those decisions will be imperative to avoid a purely political decision.
6. For some future Councilmembers and undoubtedly for some citizens, the selected site(s) for these future facilities will be very critical. With the premium placed in this community on tax-exempt properties, there will be some who will base their decisions on location. These studies will determine 2 to 3 proposed sites for these facilities so that possible sites can be conclusively accepted or ruled out. Without these studies, these discussions will be based purely on conjecture.

6 February 2015

Mr. Matt Benoit
City Manager
City of Huntsville
1212 Avenue M
Huntsville, TX 77340

Re: Fee Proposal for A/E Services

Dear Matt:

After careful review of your project criteria, PGAL is pleased to submit this Fee Proposal to provide Architectural and Engineering Design services for providing a Facility Needs Assessment for the City of Huntsville.

PROJECT UNDERSTANDING

The City of Huntsville is requesting a thorough Facilities Needs Assessment of the current City Hall located at 1212 Avenue M, the existing Huntsville Service Center located at 448 SH 75 North and 450 SH 75 North, the existing Police Department located at 1220 11th Street and Fire Station No. 2 located at 2109 Sam Houston Avenue. The purpose of the Facilities Needs Assessment will be to review existing facilities condition and use, project current and future staff levels and facility needs and make recommendations regarding the possible repairs, renovations and/or replacement of these facilities to meet the needs of current and planned future requirements of the City of Huntsville. Our Facilities Needs Assessment is intended to create a roadmap for future facility improvements and CIP programs.

The City Hall currently houses the Finance Division, City Manager's Office, City Secretary's Office, Grant Administration, Information Technology, Human Resources and the City Council Chambers. The existing building was constructed in 1976. The existing building has been well kept and is assumed to be of sufficient size to house those departments that are currently located there. There is no room in the existing building to locate other City Departments within the existing building.

The City of Huntsville Service Center was constructed in the 1973-1975 time frame. The Community Service, Economic Development Department (which includes building permits, code enforcement and health inspections), Parks and Recreation Administration, Public Works and Engineering Departments are located at 448 SH 75 location. This location is also the central start and finish point for all City crews from the Water and Wastewater Divisions. The 450 SH 75 location is the central start and finish point for all City crews from the Parks and Streets Divisions. The 450 SH 75 location currently houses the Equipment Services function as well.

The buildings at both of these locations are in poor condition and not functional for current needs.

We understand that there is no functional or operational reason for many of these departments to be located in separate locations and being located separately causes confusion for citizens wishing to do business with the City as well as necessitates frequent employee trips between the two locations each day. Consideration will be given to consolidation of some or all of these functions currently located at City Hall and the Service Center sites to a single location.

The Police Department building is completely full and does not currently address the needs for the department. Fire Station No. 2 is an old facility that similarly does not currently meet the needs for the Fire Department. The City is considering a consolidated Public Safety complex to house the Police Department, Fire Station No. 2 and possibly an Emergency Operations Center. This study will review the existing facilities and make recommendations about possible repairs, renovations and/or replacement of the buildings and present the relative advantages and disadvantages of a consolidation strategy.

DESIGN SERVICES

Our work will specifically include the following tasks:

- Thorough walking tour and assessment of existing spaces (interior and exterior) of current facilities to completely understand the existing space size and infrastructure including interior condition, exterior condition and mechanical system condition.
- Thorough interviews with key stakeholders, staff and users of the facilities to determine what is and is not working with the current facilities to determine the history each facility.
- Thorough, detailed and written assessments of the existing facilities and proposed improvements and recommendations to satisfy current and future City requirements.
- Development of conceptual designs for each alternative that are in final consideration as necessary to determine a planning budget for each alternative.
- Thorough, detailed and thoughtfully conceived presentations to users of each department, City management and City Council on findings and recommendations.
- Production of reports, documents and conceptual layouts that are sufficient to advance the design process and provide value to later stages of the project.

The Facilities Needs Assessment will develop possible options for repair, renovation and/or replacement for each option. These options will require graphics, images and budgets necessary to clearly communicate the merits of the each option for consideration by the City. The physical condition, life expectancy, functionality and location of each of the existing buildings will be a key consideration.

The purpose of the Facilities Needs Assessment is to confirm the current and future facility requirements for departmental space needs and to study alternative ways to satisfy these needs including repair, renovation and/or replacement. The City's existing buildings will be studied to

determine their best use in the future. Phasing considerations for implementation will be an important factor in determining the success of the plan.

PGAL will visit each of the buildings and review any previous reports and studies. We will utilize existing City information such as ongoing mechanical systems inspections, existing roofing reports and foundation reports as well as knowledge of City buildings from City staff. PGAL will conduct our own analysis of each existing building and departmental needs. The building evaluations will consist of field verification, general review of building conditions and site constraints and be prepared by PGAL staff. No destructive testing or environmental tests will be performed.

An important component in determining the projected space requirements for individual departments will be the confirmation of departmental space requirements as this is the building block for the study. We will bench mark this information against other similar city's current and future space requirements. We will interview City departments to determine City of Huntsville current and future space and staff projections. We will evaluate each existing building and possible improvements to each existing building to determine the possible alternatives. We will compare this information to the replacement of the building. As part of this analysis, we will prepare project budgets and implementation schedules to fully understand the timing and sequencing of each alternative.

We will hold several meetings with City staff to understand what givens should be considered in all options investigated. We will look at multiple alternatives and determine phasing and cost issues with each alternative. Together with City staff, we will evaluate each alternative to determine which building will best accommodate the current and future departmental needs as well as other City goals. We will study relocating departments to centralize functions and departments. We assume that council workshops will be required to discuss available alternatives. We will present these results to the City for review and publish a report with our findings.

Project budgets, which identify all costs associated with the implementation of the scheme, will be developed for each of the alternatives studied. These include land, soft costs, building improvements, site costs, utility improvements, contingencies, furniture, fixtures and equipment, phasing costs and other costs.

Facilities condition assessments will be visual in nature and prepared by PGAL staff. We will utilize this information to determine what improvements are necessary to continue use of the building into the future.

The methodology used by the PGAL Planning Team is a process of data gathering and analysis of information streams that can be paralleled and ultimately merged. This information includes:

1. Gathering and Analysis of Program Data and Space Needs
2. Confirmation of Existing Space and Staff Projections
3. Development of Alternative Planning Options

4. Development of Phasing Options
5. Budget Development
6. Final Report

The data gathering and planning activities for each stream are simultaneous and somewhat overlapping. Matching existing facilities and departments for compatibility of mission and capacity for anticipated growth will define an implementation strategy that will ultimately lead to an efficient and cost effective Facilities Plan. We understand that all of the City services will need to remain operational during the implementation of the Facilities Plan and should be a consideration of the planning.

The City's participation at all levels of assessment, planning, programming and scenario development is essential, particularly when defining the overall project scope and objectives. Management control points will be created to identify points where City involvement will be required. City input and comment is expressly invited and important to advancing the work into succeeding stages.

We have assumed that we will be required to make one or more progress presentations to City Council and a presentation on the final study at a council meeting(s) and/or workshop(s).

We have assumed the basis of the contract will be the AIA B-103 Standard Agreement Between the Owner and Architect or the standard City of Huntsville Professional Services contract.

CHARACTER AND EXTENT OF SERVICES

Basic Services will include the following:

A. Fact Collection Phase:

1. Assemble statistics and preliminary planning facts by interviewing key City staff. Interviewing sessions will be conducted in both individual and group sessions. Data collected by interview will be summarized and presented in the final report.
2. Gather existing documentation of existing properties and facilities from City documents and personnel. Conduct site visits to review building conditions.
3. Gather existing previous studies prepared by others.
4. Establish givens for planning.
5. Identify use of existing properties and buildings by interviewing key City staff and visiting each location.
6. General field verification of existing drawings provided by the City to determine basic completeness and accuracy of the existing drawings.
7. Meetings with the City staff and tours of existing properties and buildings to determine and document the basic code condition and use limitations of existing properties and buildings.

B Confirmation Phase:

1. Develop space standards.
2. Benchmark space requirements with other similar sized Cities.
3. Develop staff and space projections by interviewing key City Staff.
4. Conduct building assessments of existing buildings.
5. Conduct site assessments of existing or proposed sites.
6. Determine life expectancy for existing facilities.

C. Scenario Development Phase:

1. Develop scenarios based on facts and concepts collected.
2. Develop project budgets for each alternative.
3. Develop phasing concepts.
4. Conduct City Council workshop.
5. Refine alternatives.

D. Concept Development Phase:

1. Develop blocking and stacking options.
2. Develop concept design for viable site and building options.
3. Develop single line floor plans for each approved building option.
4. Develop professional renderings of each approved building option.

E. Preliminary Facilities Plan Phase:

1. Develop a preliminary Facilities Needs Assessment Report document for review by the City.
2. Facilities Needs Assessment Report to include graphic analysis, graphic conclusions and written report.
5. Update preliminary budget estimates and schedules for implementation of the Facilities Plan.
6. Assist the City in determining the best method of communicating the plan to the public.

F. Final Facilities Plan Phase:

1. City Council Meeting Presentation — Final Acceptance.
2. Prepare final Facilities Plan incorporating City comments.
3. We will provide 15 copies of the final Facilities Plan.

COMPENSATION

Basic Services: We proposed to perform the Basic Services for a Lump Sum of \$40,000.00. This fee includes presentations to City Council. Services provided under Basic Services will be conducted by PGAL staff This fee does not include any reimbursable expenses related to this project.

Reimbursable Costs: We would expect to be reimbursed for any out-of-pocket expenses we incur on behalf of the project such as cost of reproduction, plotting, special handling or delivery, permit fees and mileage. Reimbursable expenses will be billed at our cost, plus a 10% service charge. We would recommend a reimbursable expenses budget of \$2,500.00 be established for the project.

Designated Additional Services: If services identified as Designated Additional Services are requested by the City, they will be billed in addition to the Basic Services Fees in accordance with the following Lump Sum amounts. Designated Additional Services shall only be performed with written authorization from the City. Designated Additional Services include the following:

Level 2 building evaluation:	\$3,500.00 per building
Presentations to Non-Council Public Meetings:	\$500.00 per meeting
Professional Renderings of building options:	\$4,500.00 per building

Additional Services: If services other than those described as Basic Services are requested by the City, they will be billed in addition to the above compensation in accordance with the attached rate schedule. Additional Services shall only be performed subsequent to review of estimated fees and written authorization from the City. Additional Services include but are not limited to the following:

- Third party cost estimating.
- Environmental evaluation of buildings.
- Destructive testing of buildings.
- Detailed testing of existing building systems.
- Level 3 building evaluations.
- Physical models.
- Work beyond that specifically included above.

PROJECT SCHEDULE

We are prepared to deliver this project in accordance with your requirements.

Thank you for the opportunity to serve the City of Huntsville. We have personnel available to begin this project immediately. Please don't hesitate to call should you have any questions regarding this proposal.

Sincerely,
PGAL

Jeffrey P. Gerber, AIA
Chief Executive
Officer



CITY COUNCIL AGENDA

2/17/2015

Agenda Item: 7

Item/Subject: To be determined after agenda review....

Initiating Department/Presenter: City Manager

Presenter: Matt Benoit, City Manager

Recommended Motion: Citizen Participation Request – No recommended motion.

Discussion: Mr. John Strickland submitted a request to appear in front of Council to discuss "Economic Development." The request is in writing, but was not submitted timely. However, it does not appear to warrant any specific staff research at this time, and is included at the Mayor's discretion.

Rec'd. approximately 2pm, 2/10/15

Executive Director

John J. [unclear]

295-2381